

ADMINISTRATIVE SECRETARY

Police Department

General Statement of Duties: Under supervision performs a wide variety of administrative and clerical duties for a department head; does related work as required.

Distinguishing Features of the Class: Employees whose positions are allocated to this class relieve a department head of routine administrative details and thereby free the time of the department head for the consideration of matters or, which he/she alone can act. Supervision is received directly from a department head who reviews accomplishments for conformance to established policy. An Administrative Secretary may supervise a small clerical staff.

Examples of Work: (Illustrative only)

- Performs a wide variety of responsible secretarial and office management duties, including typing and taking and transcribing, dictation;
- Maintains departmental personnel records;
- Participates in preparation of departmental budget requests;
- Compiles monthly, annual and special reports on departmental activities as required by City policy, State or Federal laws; Interviews persons calling at office and refers their problems to the proper person for attention;
- Follows up on administrative orders to check for compliance;
- Gives staff assistance to officials of other departments on matters of mutual interest;
- Plans and supervises payroll activities of department;
- Interprets, informs and advises staff in matters relating to City policies, procedures, and union contracts when applicable;
- Researches, compiles and computes data;
- Supervises small clerical staff;
- maintains and updates the City's permanent personnel files;
- Explains benefits and assists new employees and terminating employees in filing insurance, retirement and other necessary forms;
- Reviews payroll input from all departments for accuracy, calculates termination pay and other benefits;
- Performs special duties as directed by superior.

Required Knowledge, Skills and Abilities: Thorough knowledge of the functions, office procedures and practices of the department to which assigned; some; knowledge of modern accounting practices; thorough knowledge of City policies, procedures and union contract provisions; ability to proficiently perform all secretarial duties; ability to exercise independent judgment; ability to prepare and analyze reports; ability to communicate effectively, both orally and in writing, with public, other agencies and staff.

Acceptable Experience and Training: Completion of a standard high school course, considerable experience in complex clerical position or business field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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